

EFFECTIVE DATE: March 1, 2003

SUBJECT: STANDARDS FOR OFFICE SPACE, FURNITURE AND EQUIPMENT

I. PURPOSE:

Adopt uniform standards for office space, furniture, fixtures and equipment to:

- realize efficiencies in space, purchasing and inventory tracking;
- create budgetary standards which may be incorporated into the City's budget manual;
- promote equity between City departments; and
- allow for more efficient reorganization.

II. APPLICABILITY/SCOPE:

The standards incorporated herein apply to the design and allocation of new office space, or the future reallocation of existing office space, and the procurement of new office furniture and equipment by the City of San Antonio. These standards are not retroactive for existing allocations of space or existing office furniture and equipment.

III. GENERAL PROVISIONS:

A. Office Settings/Furniture.

1. Large, open work areas shall be furnished with systems furniture which consists of integrated workstations with shared, pre-fabricated walls. While often more expensive initially, systems furniture provides for more flexibility for future reconfiguration at a lower cost than freestanding settings. Systems components are adjustable for ergonomic purposes, interchangeable and ultimately provide for the most efficient use of space.
2. Work areas with traditional offices shall be furnished with modular furniture which may be used as integrated workstations or freestanding furniture in traditional offices or an open area. Modular furniture is equivalent in price and durability to traditional furniture and provides for more efficient use of space and more flexibility and ease of reconfiguration than traditional furniture.

B. Office Space Allocation.

1. Office space allocation criteria shall include:
 - the number of employees in the work area;
 - accessibility requirements of any particular employees;
 - the type of work conducted in the space;
 - the complement of existing office furniture;
 - the amount of support space required;
 - the amount of total space available; and
 - whether the space is new or existing space that has already been "built out".
2. Office Space Guidelines are as follows:
 - Executive 200 to 250 sf
 - Management 120 to 150 sf
 - Professional 64 to 84 sf
 - Support 48 to 64 sf

B. Furniture Material. Furniture (desks, bookcases, cabinets, etc.) shall be laminate (with laminate or steel base) or its future equivalent in price and durability. Laminate is composed of multiple layers of paper saturated with resin, and finished with a printed surface. These layers are pressed together under high heat and pressure, creating a solid, solvent and abrasion resistant material. Laminate is the most durable material available for work surfaces and is highly resistant to dents and scratches. Laminate also has a more consistent color and grain and requires very little maintenance.

C. Accessibility. Accessibility/reasonable accommodations issues relating to office space, furniture and equipment shall be addressed under A.D. 4.62 regarding Reasonable Accommodations for Disabled Applicants and Employees.

D. Office Equipment Requirements.

1. Office Chairs. All office chairs purchased by the City shall include the following features:
 - seat-height easily adjusted from a seated position;
 - contoured lumbar support;
 - padded seat pan with rounded edges;
 - locking full backrest with adjustability for leaning forward and reclining;
 - five-star swivel base with casters;
 - footrests if worker's feet do not rest flat on the floor;

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- adjustable-height padded armrests (optional for executives);
 - be rated to accommodate the weight of the user; and
 - a five-year minimum warranty on parts and labor.
2. Desks. All desks purchased by the City shall include the following features:
- work surface heights that suit workers and their tasks; generally 25" to 34 " for seated work and 33" to 45" for standing work;
 - provide knee space at least 30" wide and 19" deep; and
 - rounded edges to prevent injuries.
3. Desk Telephones. Workers whose primary tasks include using a telephone while completing other tasks in an open or noisy office environment, shall be provided with a "hands-free" telephone headset. The City shall procure telephones that are compatible with such "hands-free" headsets.
4. Computer Monitors. Computer monitors should be positioned in a comfortable distance from worker's eyes, with the top line of the display just below eye level. The monitor should be positioned at a 90 degree angle from any window to reduce glare and should not be positioned to cause the worker to strain or twist his/her neck to view it. All computer monitors procured by the City shall feature non-reflective screens or be equipped with an anti-glare shield.
5. Computer Keyboards. Computer keyboards should position the hands in an ergonomically correct position that keeps the wrists as straight as possible and elbows fully supported at a 90 degree angle. The keyboard should be tilted at a comfortable angle that allows easy access to all keys and be located on the same worksurface as the mouse. Articulating keyboards are only appropriate where there is adequate leg clearance under the desk.

IV. SPECIAL PROVISIONS:

- A. Deviation from Office Standards. Any procurement of furniture or equipment that deviates from the office standards included in this administrative directive shall require written approval from the employee's respective Department Head and Management Team member.


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Information and/or clarification of this Administrative Directive may be obtained by contacting the Department of Asset Management at 207-4032, for issues related to the allocation of space, and Purchasing and General Services at 207-7260, for all concerns related to the procurement of furniture and equipment.


Rebecca Waldman, Director
Department of Asset Management

1/2/03


Date


Erik J. Walsh
Assistant to the City Manager

1/15/03

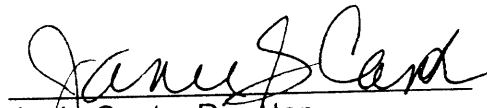
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Approved:


Terry M. Brechtel
City Manager

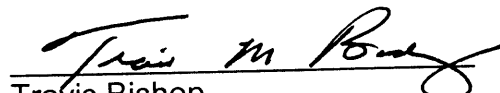
1/19/03

Date


Janie Cantu, Director
Purchasing and General Services

1/3/03

Date


Travis Bishop
Assistant City Manager

January 17, 2003

Date